



## State of Nevada – Department Of Personnel

### CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
STATE RECORDS MANAGER	37	A	4.204
RECORDS ANALYST II	33	B	4.210
RECORDS ANALYST I	31	B	4.212

### SERIES CONCEPT

Positions in this series are typically assigned to the Nevada State Library & Archives (NSLA) and perform a broad range of professional duties in support of the State Records Center which houses and provides access to agency records. Incumbents perform administrative work in planning, coordinating and directing activities in a records management program that is responsible for the maintenance, use, retention and disposition of government records statewide.

Inventory official records created and maintained by State agencies, boards, and commissions; record pertinent information including file content, location, volume, storage media, date/range of records, file sequence, estimated annual growth, agency use and retention needs in preparation for appraising each record series.

Review record series inventories from State agencies, boards and commissions and local government agencies to determine the administrative, fiscal and legal value, and make recommendations concerning the archival research value; research applicable federal, State, and agency laws, regulations, policies, and procedures.

Establish and periodically review and update records retention schedules to ensure official State and local government records are retained and disposed of in conformance with legal requirements and the policies and needs of the agencies; recommend retention periods based on information gathered during the inventory and appraisal processes and seek final approval of the recommendation from appropriate sources such as the State Records Committee or State Archivist.

Assist in the establishment of efficient and cost effective records management programs by serving as a consultant to State and local governments; provide services ranging from responding to inquiries to preparing and conducting workshops and training modules; provide assistance and expertise in all aspects of records management including records storage facilities and equipment, micrographics, optical imaging systems, office automation, vital records program, file systems, forms design and management.

Perform operational duties at the State Records Center in conjunction with the transfer and arrangement of records, access to stored records, and destruction of obsolete records; assign shelf space locations and accession numbers to records boxes; retrieve materials for authorized agency representatives; replace records and files when returned; properly dispose of files having expired retention requirements.

Participate in awarding funds and monitoring grant projects for local governments seeking to develop or improve records management programs; encourage participation through the dissemination of information and grant applications; review applications and make recommendations to the funding source regarding approval and funding level; review activities to ensure compliance with approved project requirements.

Promote professional and public awareness of records management programs through oral presentations and participation in professional organizations.

Perform related duties as assigned.

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## CLASS CONCEPTS

**State Records Manager:** Under administrative direction of the Assistant Administrator, the incumbent manages the Records Management Program of the Archives & Records section in the Nevada State Library & Archives (NSLA), oversees and/or performs the full range of duties described in the series concept and manages the section in the absence of the Assistant Administrator.

Direct the operation of the State Records Center; instruct staff and agency records officers as to what materials constitute records; develop procedures for accepting materials into the records center and accessing materials stored there; supervise the destruction of obsolete records by reviewing accession sheets to verify retention period and ensuring agency records officers receive proper notification; produce documentation and authorize transfer of material determined to have historical value to the archives.

Develop policy and procedure recommendations pertaining to the management of State and local government records; identify the records management needs and responsibilities of State and local government entities; evaluate the ability of the Records Management program to fulfill their requirements; review and incorporate applicable federal and State statutes and professional standards and principles; follow established procedures to develop formal regulations from approved recommendations; produce manuals and informational pamphlets concerning records management for distribution to government agencies; draft and submit for proposals for new or revised legislation pertaining to records management issues.

Develop and monitor the biennial budget recommendation for the Records Management Program; determine budget priorities and finalize the budget for submission to the Assistant Administrator for review and approval.

Supervise subordinate staff to accomplish program goals; hire and train employees, assign and review work, motivate staff, provide counseling and guidance, initiate disciplinary actions, and evaluate performance.

Seek funding for special projects by preparing, independently or in conjunction with other section staff, grant proposals for submission to federal and State granting agencies and private funding sources; justify the need for the project, summarize the objectives and project plan, estimate associated personnel and non-personnel related expenses, and develop time lines; participate in administration of the grant by recruiting, interviewing and hiring personnel for the project; monitor and review progress of work; prepare project reports.

Represent the Records Management Program at professional meetings by presenting papers and serving on committees; write articles for professional journals and newsletters.

Provide legislative testimony at the request of the Assistant Administrator.

**Records Analyst II:** Under general direction of the State Records Manager, incumbents perform the full range of duties described in the series concept and may supervise other Records Analysts and support staff. This is the journey level class in the series.

**Records Analyst I:** Under close supervision, incumbents perform duties described in the series concept in a training capacity. This is the entry level class in the series, and progression to the next level may occur upon meeting the minimum qualifications and with the approval of the appointing authority.

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## MINIMUM QUALIFICATIONS

### STATE RECORDS MANAGER

**EDUCATION AND EXPERIENCE:** Master's degree from an accredited college or university in history, public administration, information management or closely related field and three years of progressively responsible professional experience in records retention and management which included responsibility for records systems; the appraisal, retention, disposition, and protection of records; records management and information management technology; project management; and supervision of professional and support staff; **OR** a Bachelor's degree from an accredited college or university in history, information management or closely related field and five years of progressively responsible professional experience as described above; **OR** certification as a Records Manager by the Institute of Certified Records Managers and three years of professional experience as described above; **OR** two years as a Records Analyst II in Nevada State service; **OR** an equivalent combination of education and experience.

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):

**Detailed knowledge of:** principles and practices of management and supervision; budget preparation and administration; grant application, management and reporting procedures; State and federal laws governing the acquisition, retention and use of records; professional records management principles, practices and concepts.

**Ability to:** plan and organize the activities, services and operation of comprehensive records programs and manage multiple programs, projects and activities; develop and implement effective policies and procedures; provide technical expertise and advice to subordinate staff and to others engaged in records management activities; formulate and administer a budget with multiple funding sources; use records management principles, standards, equipment, procedures and methods for the effective and efficient administration of records; analyze technical data concerning records storage facilities, storage equipment specifications and use, fire suppression and security systems, micrographics and optical imaging systems, office automation equipment and systems, and file management systems in order to recommend efficient and effective procedures; represent the agency and provide testimony before legislative and local government committees; *and all knowledge, skills, and abilities required at the lower levels.*

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES** (typically acquired on the job):

**Detailed knowledge of:** federal, State and agency laws and regulations regarding the retention and use of records; State statutes and agency administrative regulations, policies and procedures regarding archives and records; State budgeting, accounting and purchasing procedures and regulations.

### RECORDS ANALYST II

**EDUCATION AND EXPERIENCE:** Bachelor's degree from an accredited college or university in history, information management or closely related field and three years of progressively responsible experience in records retention and management which included the appraisal, retention, disposition, and/or the protection of records, one year of which was at the professional level; **OR** certification as a Records Manager by the Institute of Certified Records Managers; **OR** an Associate's degree from an accredited college or university in history, geography, information management or closely related field and four years progressively responsible experience in records retention and management; **OR** one year as a Records Analyst I in Nevada State service; **OR** an equivalent combination of education and experience.

**ENTRY LEVEL KNOWLEDGE SKILLS AND ABILITIES** (required at time of application):

**Working knowledge of:** State and federal laws governing the acquisition, retention and use of records; records management principles and practices related to the maintenance, handling, and disposition of records; forms design, filing systems and equipment, micrographics, imaging and other electronic systems, records center design and operation, records protection systems and devices. **General knowledge of:** principles and practices of training and providing work direction to others; grant application procedures. **Ability to:**

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## MINIMUM REQUIREMENTS (cont'd)

### RECORDS ANALYST II (cont'd)

#### ENTRY LEVEL KNOWLEDGE SKILLS AND ABILITIES (cont'd)

determine the administrative, fiscal, legal, informational or historic value of records, manuscripts and other materials; compare and inspect records storage facilities, equipment, and systems and determine whether they meet prescribed federal and State minimum requirements; plan, organize, and manage projects; work independently and as part of a team; train and supervise staff as assigned; establish work priorities and delegate assignments; write correspondence, procedures, and reports concerning records management programs, equipment, and facilities; make group presentations; prepare and deliver oral presentations suitable for the audience being addressed; enter and retrieve information from an automated database system; *and all knowledge, skills, and abilities required at the lower level.*

#### FULL PERFORMANCE KNOWLEDGE SKILLS AND ABILITIES (typically acquired on the job):

**Working knowledge of:** State statutes and agency administrative regulations, policies, and procedures regarding records; principles and practices of management and supervision; Nevada history and government.

**Ability to:** establish work priorities, delegate assignments, and train, supervise and evaluate the performance of staff.

### RECORDS ANALYST I

**EDUCATION AND EXPERIENCE:** Bachelor's degree from an accredited college or university in history, information management or closely related field and two years of progressively responsible paraprofessional experience in records retention and management; **OR** an Associate's degree from an accredited college or university in history, geography, information management or closely related field and three years of progressively responsible paraprofessional work in records retention and management; **OR** four years progressively responsible advanced administrative support duties in an archives & records environment; **OR** an equivalent combination of education and experience.

#### ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

**General knowledge of:** federal and state laws, codes, and regulations regarding the requirements, restrictions, and reasons for the retention and use of records; records management principles and practices related to the creation, maintenance, and disposition of records; services, roles and responsibilities of records repositories; forms design, filing systems and equipment, micrographics, imaging and other electronic systems, records center operations, and records protection systems and devices. **Ability to:** identify a record series and complete an inventory by describing the title, content, uses, arrangement, administrative life, volume, and types of duplication; assess the administrative, fiscal, legal, informational or historic value of records; perform mathematical computations with units such as cubic, linear, and square feet to measure records and calculate storage space requirements; assist in operating a records center through application of procedures and techniques for accessioning, referencing, disposition, transferring, microfilming and preserving records; communicate effectively both orally and in writing; interview patrons to determine their needs and respond with the appropriate level and extent of information; establish and maintain cooperative working relationships with co-workers and others.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES** (typically be acquired on the job):  
*(These are identical to the Entry Level Knowledge, Skills and Abilities required for Records Analyst II.)*

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This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>4.204</u>	<u>4.210</u>	<u>4.212</u>
ESTABLISHED:	10/1/68	7/1/91P 3/13/90PC	7/1/91P 3/13/90PC
REVISED:	7/1/85R 7/22/85PC		
REVISED:	10/25/85-3		
REVISED:	7/1/89P 9/27/88PC		
REVISED:	7/1/91P 3/13/90PC		
REVISED:	7/1/03P 3/22/02PC	7/1/03P 3/22/02PC	7/1/03P 3/22/02PC